

ROAD MAP FOR GOING REMOTE

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FOR LEADERS

Assess the risks and rewards

Before diving in to going fully or partially remote, take the time to assess whether or not going remote is the right fit for you.

Prepare for a trial period

Get your systems in place for a one to five day trial period, and make sure your team has what they need. This may require an investment in software and equipment for use at home.

Conduct a trial period

A trial period is a great way to understand the systems you'll need to put in place to operate. Monitor the experience as you go to see what kinks need to get worked out in the future.

Re-assess the risks and rewards

Reflect on the trial period and determine if remote work is right for you. Also, listen to your team. How did it go from their perspective?

Create a work-from-home policy

Get everyone on the same page about the dos and don'ts of working from home at your company. Take the time to field questions and be as clear as possible.

Managing remote

Managing a remote team is not the same as managing a local team that's sitting down the hall from you. Remote management has nuances that have to be practiced over time!

THE REMOTE JOURNEY

BY MATTHEW MANOS

FOR TEAM MEMBERS

Prepare for a trial period

Think about all of the software and equipment that you use on a regular basis. Do you have access to those things at home? Can you get access?

Conduct a trial period

Your company might conduct a trial period before fully committing to a remote approach. It won't be perfect, but be prepared to reflect on how it went and report back.

Report back on how it went

Throughout the trial period, your feedback is critical in helping your leader assess the company's ability to go remote.

Understand your company's policy

If your company does go remote, they'll provide a policy. Take the time to read it and understand it. Don't be afraid to ask questions.

Work remote without going nuts

Working from home isn't as easy as it sounds. Find time and ways to keep yourself accountable, motivated, and happy.